Business Thank You Letter Template

From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (Date on which letter is written)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub: Sincerest thanks for joining hands with …………..(Name of organization)

Dear ———————(Name/Sir/Ma’am),

It’s a great pleasure for us that your organization…………..(Name of partner organization) has decided to partner with our firm …………..(Name of your organization). We are really privileged to have business associates like you and hope that our collaboration will take both the organizations to greater heights.

Also, I would like to invite you over for…………………(Mention the details of the occasion/meeting, if any) during the coming ………….(week/month). The details can be finalized over the phone.

I, once again, thank you for having faith in our organization. I do look forward to a mutually beneficial association.

Yours sincerely,

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

(Name and designation)